

Course Material

Otter.ai

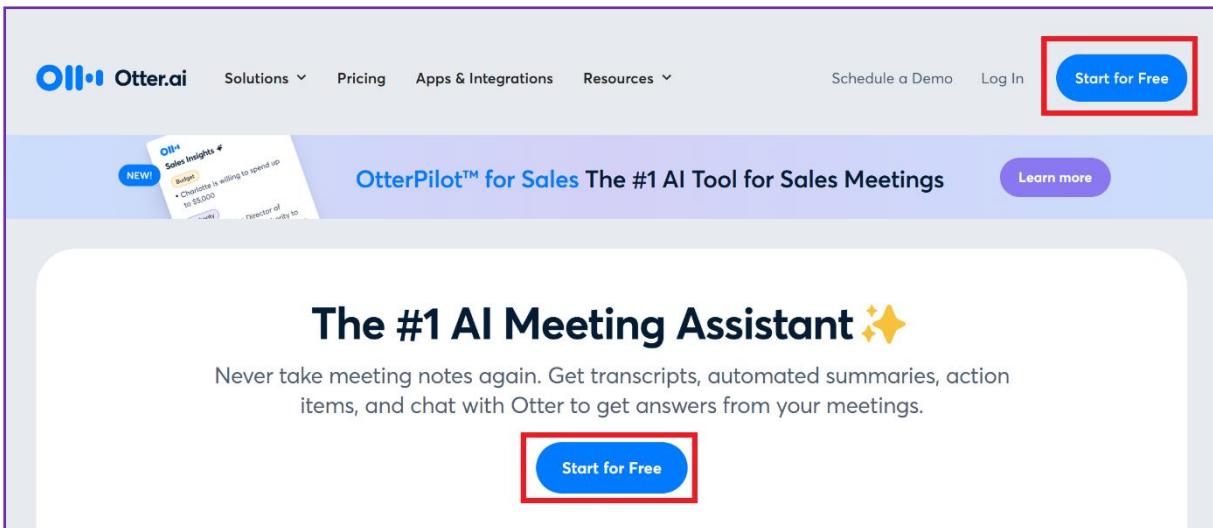
Note:

1. Please refer the Zoom meeting recordings to understand how the tool works before getting started.
2. The free versions of all AI tools come with limited usage.

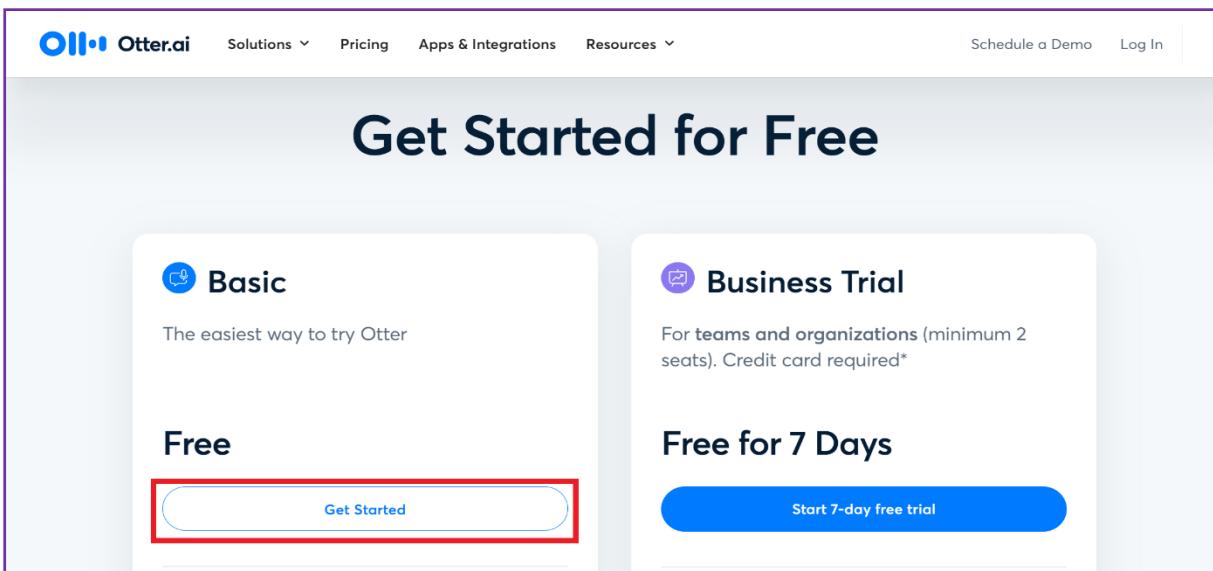
AI Tools for Content Creation

Otter.ai

1. Go to <https://otter.ai/>
2. Click on “Start for Free” and choose Basic – Free plan. Click on “Get Started” to Sign up using Google/Microsoft account.



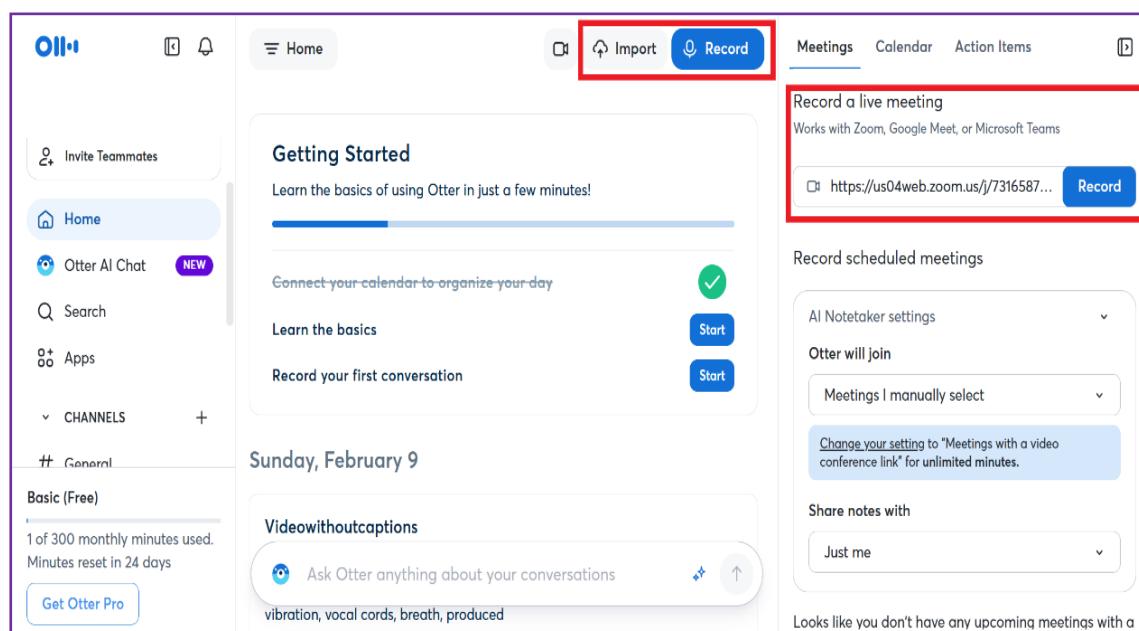
The screenshot shows the Otter.ai homepage. At the top, there's a navigation bar with the logo, "Otter.ai", and links for "Solutions", "Pricing", "Apps & Integrations", and "Resources". On the right side of the top bar are "Schedule a Demo" and "Log In" buttons, with a prominent blue "Start for Free" button highlighted by a red box. Below the top bar, there's a banner for "OtterPilot™ for Sales" with the tagline "The #1 AI Tool for Sales Meetings" and a "Learn more" button. The main content area features a large callout for "The #1 AI Meeting Assistant" with a yellow star icon. Below it, a sub-callout says "Never take meeting notes again. Get transcripts, automated summaries, action items, and chat with Otter to get answers from your meetings." Another blue "Start for Free" button is centered in this section, also highlighted with a red box.



The screenshot shows the "Get Started for Free" page. It compares two plans: "Basic" and "Business Trial". The "Basic" plan is described as "The easiest way to try Otter" and offers "Free". The "Business Trial" plan is described as "For teams and organizations (minimum 2 seats). Credit card required*" and offers "Free for 7 Days". Both plans have their own "Get Started" or "Start 7-day free trial" buttons, with the "Get Started" button for the Basic plan highlighted by a red box.

3. The following functions can be performed using **Otter.ai**:

- Existing audio or video can be transcribed using the “**Import**” option.
- The “**Record**” option allows speech to be recorded and converted into a text transcript.
- A live meeting can be recorded by adding the meeting URL under “**Record a live meeting**”. Click “**Record**” for Otter to capture your meeting. Once the meeting ends, Otter will generate a complete transcript of the conversation, summarize the meeting, and help assign action items.



The screenshot shows the Otter.ai web application. At the top, there's a navigation bar with 'Home', 'Import', and 'Record' buttons, where 'Record' is highlighted with a red box. Below the navigation is a 'Getting Started' section with a progress bar and three buttons: 'Start' for 'Connect your calendar to organize your day', 'Start' for 'Learn the basics', and 'Start' for 'Record your first conversation'. To the right of this is a 'Meetings' tab and a 'Record a live meeting' section which includes a URL input field with a red box around it and a 'Record' button. Further down, there's a 'Record scheduled meetings' section with dropdown menus for AI Notetaker settings, Otter joining meetings, and manually selecting meetings. A note says to change the setting to 'Meetings with a video conference link' for unlimited minutes. Below that is a 'Share notes with' section set to 'Just me'. At the bottom, a message says 'Looks like you don't have any upcoming meetings with a video conference link.'

Summary Transcript

Charlie and Lisa discuss Otter AI, a meeting note-taking tool that transcribes and summarizes meetings in real-time. Lisa explains how Otter works by joining meetings on her calendar and providing live notes, automatic screenshots, and action items. Charlie is interested in using Otter for his own meetings and asks questions about how to set it up and share notes with his team.

Action Items

- Assign this action item to yourself
- Check off this action item
- Try Otter Chat
- Copy the summary
- Try tagging a speaker
- Connect your calendar
- Choose which meetings you want Otter to join and take notes
- Record your first meeting with Otter!

Summary Transcript 

L Lisa 0:08 

Yeah, I started using Otter a few months ago. And it saved me a lot of time from taking manual notes. It also helps me find answers from previous meetings and even write follow up emails.

C Charlie 0:21

Wow, really? Can you show me how it works?

L Lisa 0:24

Sure. So this is Otter AI Chat. I can ask questions across all the conversations I've recorded with Otter, including meetings and voice memos. I can also use Otter AI Chat



0:00 3:44

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